

## Sub-Grant Reimbursement Instructions

Reimbursement claims shall be submitted monthly.

1. In the Grant Agreement, Exhibit B (Statement of Work) and Exhibit C (Sub-Grant Budget) detail the specific activities and costs that are reimbursable by the Office of the Secretary of State/Washington State Library (OSOS/WSL).
  2. Costs incurred for activities outside of the approved Statement of Work and Budget, or costs which exceed the approved Budget are the responsibility of the sub-grantee.
  3. As stated in the Grant Agreement under the heading Period of Performance, all claims against this grant agreement must be made by December 31st.
  4. Claims for reimbursement must be made using the WSL Sub-Grant Reimbursement Claim Form, GRANTS-001.
    - **Column A, Grant Total Awarded**—Transfer the budget figures from the grant agreement (Exhibit C, Sub-Grant Budget)
    - **Column B, All Prior Claims**—List the total of your previous claims in each category
    - **Column C, This Claim**—List current costs being claimed in each category
    - **Column D, Grant Balance Remaining**—Total each line across to determine remaining funds available in each category
  5. The Performance Status Report section on the reimbursement claim form refers to the Tasks that are listed in Exhibit B (Statement of Work) of the grant agreement. If, for example, four of eight tasks have been completed, then these numbers are entered into the Performance Status Report section and a percentage is calculated (50%).
  6. Documentation of the claimed costs must be attached. Documentation includes the following:
    - For salaries and benefits:
      - Signed timesheets **and**
      - Official accounting system payroll report or copy of warrant(s)
    - For purchases:
      - A copy of the official accounting system disbursement/expenditure report or copies of vendor endorsed payment instruments, **and**
      - A copy of the invoice from the service provider/vendor
- Please note:** The more clearly the costs incurred and the payments associated with the grants are identified, the more quickly the claim is processed.
7. Claims must be signed by the Project Manager identified in the application and contract, as well as the Fiscal Agent (or their designee).
  8. Make copies of the completed claim form for your files.
  9. Mail original claim form and documentation to:  
EAOP Grants Program  
Washington State Library  
PO Box 42460  
Olympia, WA 98504-2460

**WASHINGTON STATE LIBRARY  
SUB-GRANT REIMBURSEMENT CLAIM FORM**

*Submit one original, along with one complete set of back-up documentation to  
EAOP Grants Program, Washington State Library, PO Box 2460, Olympia, WA 98504-2460.*

**Sub-Grant Recipient Name (Organization)** \_\_\_\_\_

**WSL Contract Number: G -** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Sub-Grant Recipient's Claim #:** \_\_\_\_\_  
(#1, #2, #3, etc.)

\_\_\_\_\_

**Statewide Vendor #** \_\_\_\_\_

#	BUDGET CATEGORY (Only enter nearest whole dollar)	Grant Total Awarded A.	All Prior Claims B.	This Claim C.	Grant Balance Remaining D.
01	All Staff Salary, Wages and Benefits	\$ _____	\$ _____	\$ _____	\$ _____
02	Contracts with Others	\$ _____	\$ _____	\$ _____	\$ _____
03	Travel and Training	\$ _____	\$ _____	\$ _____	\$ _____
04	Equipment under \$5,000	\$ _____	\$ _____	\$ _____	\$ _____
05	Equipment \$5,000 and over	\$ _____	\$ _____	\$ _____	\$ _____
06	Expendable Supplies or Materials	\$ _____	\$ _____	\$ _____	\$ _____
07	Other Itemized: _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTALS		\$ _____	\$ _____	\$ _____	\$ _____

As the below designated agents, we are authorized by the applicant's governing body to obligate it to financial liabilities and are accountable for the integrity of the official accounting system and the financial statements that system provides. We declare that the necessary fiscal policies and procedures are followed to assure conformance with generally accepted audit standards and compliance with the pertinent Federal regulations (listed at 45 CFR 1183) and specifically with OMB Circular A-87, Cost Principles for State and Local Governments, OMB Circular A-122, Cost Principles for Private Non-profit Organizations, OMB Circular A-21, Cost Principles for Educational Institutions or 48CFR Part 31, Contract Cost Principles and Procedures, as applicable. This claim meets the contracted terms and conditions of the WSL federally funded agreement identified above. Further, the "Performance Status Report" of the Project funded by this Sub-Grant is current through

\_\_\_\_\_  
(Date)

**GRANTEE SIGNATORIES:**

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**PERFORMANCE STATUS REPORT**

# Activities or Objectives Met ( \_\_\_\_\_ ) = \_\_\_\_\_ %  
Total # Activities or Objectives ( \_\_\_\_\_ )

(Example: 3 out of 9 activities listed in contract, Exhibit B, Statement of Work completed = 3 / 9 = 33.33%)

**(To be filled out by WSL)**

WSL APPROVALS: REIMBURSE THIS CLAIM

Reviewed by \_\_\_\_\_

\$ \_\_\_\_\_

Program Approval \_\_\_\_\_

Date \_\_\_\_\_

Program Index / Project Code \_\_\_\_\_

**FORM DISPOSITION:**

Sub-grantee makes copy for their files,  
original to OSOS/WSL EAOP Grants  
Program.